

DEPOSITORY LIBRARY HANDBOOK

MISSOURI DOCUMENTS DEPOSITORY LAW
181.100-181.140 RSMo

MISSOURI STATE LIBRARY
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DEPOSITORY DOCUMENT

January 1980

Government Documents Division

Missouri State Library

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01-100
01-110
01-120
01-130

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THE STATE DOCUMENTS DEPOSITORY LAW: WHAT IS IT?

"Public access to government documents is essential to the successful operation of a democracy."

Congressman William S. Moorhead

Sections 181.100-181.140 of the Revised Statutes of Missouri (Supp. 1976), enacted as House Bill 1021 in 1976, created for the first time an orderly system for allowing access to publications of Missouri state government. In the past, citizens had difficulty in obtaining or even knowing about the valuable materials which state agencies produced and agencies had problems in getting their publications to the people they were meant to help.

With the new law, Missouri joined most other states in using libraries as a link between state government agencies and the state's residents. By taking advantage of existing library systems, the law does not require a costly bureaucracy to distribute state publications.

The depository law authorizes the State Library to act as a center for the distribution of state publications to libraries throughout the state which it designates as depositories. State agencies deposit, upon release, the number of copies of their publications requested by the State Library for the depository system, and the State Library mails these copies to the depository libraries.

In accordance with the law, the Missouri State Library has designated thirty-five Missouri libraries, the Library of Congress, and the Center for Research Libraries in Chicago as official state documents depositories. Fifteen of these libraries are full depositories which receive and make publicly available all state publications. Twenty-two libraries are partial depositories. All partial depositories receive a "core" group of state publications. In addition to these basic documents, they have been given a choice of agencies whose publications they wish to receive. The system of full and partial depositories ensures at least one major state documents collection in each area of the state, plus smaller collections in additional locations.

Chapter 181

STATE LIBRARY

181.100. State publications defined.—As used in sections 181.100 to 181.140, and sections 182.140 and 182.291, RSMo, "state publications" shall include all multiple-produced publications of state agencies, regardless of format or purpose, with the exception of correspondence and interoffice memoranda.

(L. 1976 H. B. 1021 § 2)

181.110. Publications of state officers, indexed list of to be published, distribution—depositories of publications, designation, request.—The state library shall, under the direction of the coordinating board for higher education, publish monthly an official indexed list of all printed publications of all state offices, departments, divisions, boards and commissions, whether legislative, executive or judicial, and any subdivisions of each, including state-supported institutions of higher education. The library shall also distribute such numbers of copies of such publications as it deems necessary to certain libraries, also designated by it, which shall serve as depositories for making available to the public such publications. No publications shall be distributed to any libraries unless a request is made therefor.

(L. 1976 H. B. 1021 § 3)

181.120. Library to distribute publications, to whom.—In addition to the distribution of the publications as aforesaid, the library shall distribute two copies of each publication to the state archives for preservation and two copies to the state historical society.

(L. 1976 H. B. 1021 § 4)

181.130. Depository agreements permitted, when.—The state library may enter into depository agreements with public libraries and college and university libraries which meet standards for depository eligibility as approved by the state library.

(L. 1976 H. B. 1021 § 5)

181.140. State agencies to furnish copies of publications, to whom.—Every state agency, as enumerated in section 181.100, shall, upon release, deposit with the state library sufficient copies of each of its publications to meet the purposes of sections 181.100 to 181.140, and sections 182.140 and 182.291, RSMo.

(L. 1976 H. B. 1021 § 6)

Missouri Register

Title 6—DEPARTMENT OF HIGHER EDUCATION

Division 20—State Library

Chapter 2—State Publications Depository Library System

PROPOSED RULES

6 CSR 20-2.010 Types of Depository Libraries

PURPOSE: The State Library has the authority to designate public, college, and university libraries to act as depositories for state government publications. This rule defines the two types of depository designations which will be made in order to meet the varied needs of Missouri residents for state publications and to limit to a reasonable number the copies of publications to be requested from state agencies.

(1) Depository libraries shall be of two types:

(A) Full depositories shall receive all publications of all state agencies. The purpose of a full depository is to provide a complete research collection of state publications for the use of a major geographical area. The State Library will seek to designate at least one full depository in each of the following general areas of Missouri: northeast, northwest, southeast, southwest, central, St. Louis metropolitan area, Kansas City metropolitan area. Additional designations of full depositories may be made if justified by the needs of the residents of an area.

(B) Partial depositories will be designated to provide ready access to state government publications of broad general interest and to publications in subject areas needed by residents in particular areas of the state. A partial depository must receive a basic core of state publications to be specified by the State Library. In addition, the State Library shall define categories of publications for selection by depository libraries. A category may be comprised of the publications of a department or division of state government or some other logical grouping of publications. Each partial depository library must select at least one category of publications to be received in addition to the core collection.

Auth: section 181.021 RSMo (1969) and section 181.130 RSMo (Supp. 1976)

6 CSR 20-2.020 Standards for Depository Libraries

PURPOSE: The State Library will distribute state publications on a regular basis to the libraries designated as depositories. This rule promotes free access to the publications by all residents of the state by establishing minimum standards which libraries must meet and maintain to be eligible for depository status. It also gives the State Library power to enforce these standards.

(1) The State Library will select public, college, and university libraries to act as state publications depositories on the basis of geographic distribution, broadness of clientele served, and ability to meet the conditions specified in the following section.

(2) A depository library shall:

(A) Provide reference assistance in the use of state publications to any Missouri resident. Circulation of the publications is encouraged.

(B) Provide interlibrary loan service for state publications to any Missouri resident.

(C) Maintain sufficient hours of library service to allow convenient public access. State publications must be available for use during any hours the library is open.

(D) Inform the public frequently of the availability of state publications. The public includes the residents of the geographic area in which the library is located.

(E) Designate a professionally trained librarian to be responsible for service related to state publications, and provide adequate support staff. This librarian need not spend full time on state publications.

(F) Provide an orderly, systematic recording of receipt and subsequent arrangement of materials.

(G) Process and shelve all state publications within thirty (30) days of receipt.

(H) Provide space to house publications, with adequate provision for expansion.

(I) Dispose of publications only in accordance with policies established by the State Library. Depository publications remain the property of the State Library.

(3) The State Library shall enforce maintenance of these standards by inspections and annual surveys. A depository agreement may be terminated by the State Library for failure to comply with any of the conditions above or by a library at its own request.

STATE DOCUMENTS DEPOSITORY LIBRARIES

FULL DEPOSITORIES (10)

Northeast

Northeast Missouri State University, Kirksville

Northwest

Northwest Missouri State University, Maryville
Missouri Western College, St. Joseph

Southeast

Southeast Missouri State University, Cape Girardeau

Southwest

Southwest Missouri State University, Springfield

Central

Central Missouri State University, Warrensburg
University of Missouri-Columbia

Kansas City Metropolitan Area

Kansas City Public Library

St. Louis Metropolitan Area

St. Louis Public Library
University of Missouri- St. Louis

PARTIAL DEPOSITORIES (24)

Northeast

None

Northwest

St. Joseph Public Library
Rolling Hills Consolidated Library, St. Joseph

Southeast

Cape Girardeau Public Library
Riverside Regional Library, Jackson
Three Rivers Community College, Poplar Bluff
Current River Regional Library, Van Buren

Southwest

Springfield-Greene County Library
Barry-Lawrence Regional Library, Monett
Missouri Southern State College, Joplin
School of the Ozarks, Point Lookout

South Central

Southwest Missouri State University-West Plains Campus

Central

Central Methodist College, Fayette
Daniel Boone Regional Library, Columbia
University of Missouri-Columbia Law Library
University of Missouri-Rolla

East-Central

Mineral Area College Instructional Resources Center, Flat River

Kansas City Metropolitan Area

University of Missouri-Kansas City General Library
University of Missouri-Kansas City Law Library
William Jewell College, Liberty

St. Louis Metropolitan Area

Maryville College Library
St. Charles City & County Library
St. Louis County Library
St. Louis University Law School Library
Webster College Library

STATUTORY DEPOSITORIES

Depository Center: Missouri State Library (2 copies)
Missouri State Archives (2 copies)
Missouri State Historical Society (2 copies)

SPECIAL DEPOSITORIES

Center for Research Libraries, Chicago
Library of Congress

[illegible]

- ★ Full
- Partial

TYPES OF PUBLICATIONS DISTRIBUTED

The definition of "state publication" in the law (181.100 RSMo) is intentionally broad so that it covers all types of publications. However, the State Library can exempt from distribution publications which it determines have little value. On the advice of depository libraries, several serials have been so exempted during the past year. Though the depository law covers state university publications, the system so far has concentrated on the executive and legislative branches.

Agencies are not required to supply publications retrospectively to depository libraries.

Core Documents

State government publications designated as "core" documents will be distributed to all full and partial depository libraries. The purpose of the core collection is to provide a group of basic state publications which will answer many of the questions people have about state government and about Missouri in general. Placing these publications in every depository will ensure accessibility throughout the state.

Documents were chosen for their value in helping citizens understand and gain access to their government, providing Missouri statistical or directory information or providing news on important subjects. Titles on the core list will be reviewed periodically for their usefulness. Librarians and state agencies are encouraged to suggest titles which they think should be added. When a new publication is instituted by a state agency, a determination will be made by the State Library as to whether it should be added to the core list.

The list of "core documents" follows on pp. 8-10.

All Other Publications

Publications not on the "core list" are distributed to all full depositories. They are distributed to partial depositories depending on the choices which the libraries have made from approximately 50 categories of publications. Partial depositories have the opportunity to change their selections annually.

A list of these categories follows on pp. 11-15.

CORE DOCUMENTS

OFFICE OF ADMINISTRATION

Annual report (if published)

Budget & Planning Division

Executive budget (annual)

Budget message and budget summary (if published)

Missouri economic indicators (quarterly)

EDP Coordination Division

Missouri state telephone directory

AGRICULTURE DEPARTMENT

Biennial report

Crop and Livestock Reporting Service

Annual report (if published)

Missouri farm facts (annual)

ATTORNEY GENERAL

Annual report (if published)

AUDITOR

Annual report

Monthly activity summary

CONSERVATION DEPARTMENT

Annual report

Wildlife code (annual)

CONSUMER AFFAIRS, REGULATION & LICENSING DEPARTMENT

Annual report (if published)

Missouri consumer; a bi-weekly article of interest to consumers

Commerce & Industrial Development Division

Missouri corporate planner (looseleaf; irregular)

Finance Division

Biennial report

Insurance Division

Annual report & statistical data

Savings & Loan Supervision Division

Biennial report

ELEMENTARY & SECONDARY EDUCATION DEPARTMENT

Missouri school directory (annual)

Missouri school laws (looseleaf)

Missouri schools (monthly except for June, July, & August)

Report of the public schools of Missouri (annual)

GENERAL ASSEMBLY

Manual: List of members, officers, committees, and the rules of the House/Senate (biennial)

Fiscal Affairs Committee

Appropriations summary (annual)

Legislative Research Committee

Revised statutes of Missouri (every 10 years)

Supplement to revised statutes (annual)

HIGHER EDUCATION DEPARTMENT

Annual report

HIGHWAY DEPARTMENT

Accident statistics

Annual report, Biennial report

State highway map

JUDICIAL DEPARTMENT

Annual statistical report: Judicial conference

LABOR & INDUSTRIAL RELATIONS DEPARTMENT

Annual report

Labor laws of Missouri

Employment Security Division

Missouri area labor trends (monthly)

LIEUTENANT GOVERNOR

Annual report

MENTAL HEALTH DEPARTMENT

Annual report (if published)

NATURAL RESOURCES DEPARTMENT

Annual report (if published)

PUBLIC SAFETY DEPARTMENT

Annual report (if published)

Fire Marshal

Annual report

Highway Patrol

Missouri traffic crashes

REVENUE DEPARTMENT

Annual combined financial report of the Department of Revenue and the State Treasurer

Tax Commission

Annual report of the proceedings & decisions of the State Tax Commission

SECRETARY OF STATE

- Constitution of the State of Missouri
- Democratic & Republican convention rosters (every 4 years)
- Democratic & Republican state committees and slates of candidates (biennial)
- Election laws of the State of Missouri (frequent supplements)
- General Assembly roster (biennial)
- Official manual (biennial)
- Primary election returns (biennial)
- Roster of state, district & county officers (biennial)

Office of Chief Clerk

- Certification of candidates for general election
- Certification of candidates for primary election

Administrative Rules Division

- Code of Missouri regulations (looseleaf)
- Missouri register (monthly)

SOCIAL SERVICES DEPARTMENT

- Annual report (if published)

Family Services Division

- Juvenile court statistics (annual)

Health Division

- Licensed ambulance services
- Licensed boarding houses in Missouri
- Licensed nursing homes in Missouri (quarterly)
- Missouri hospital directory (twice yearly)
- Missouri vital statistics (annual)
- Monthly vital statistics

Planning & Budget Division, State Health Planning & Development Agency

- State hospital plan

Probation & Parole Division

- Annual report

TRANSPORTATION DEPARTMENT

- Merged with Highway Department on January 1, 1980. No longer a separate department.

AGENCY CODE LIST

1980

Following is a list by agency of all of the categories from which depository libraries may select publications. The number requested from the agency is a total of the 18 copies needed for full distribution plus the number of partial depositories which have selected that group of publications. The number of copies distributed will range from 18 to 42.

Partial depositories will be allowed to review their selections once a year.

<u># OF COPIES</u>	<u>AGENCY CODE</u>	
		<u>OFFICE OF ADMINISTRATION</u>
22	AD-1	ACCOUNTING DIVISION.
41	AD-2	BUDGET & PLANNING DIVISION
23	AD-3	PERSONNEL DIVISION
19	AD-4	REMAINDER OF OFFICE OF ADMINISTRATION. Central office, Purchasing, Design & Construction, etc.
		<u>AGRICULTURE DEPARTMENT</u>
24	AG-1	CROP & LIVESTOCK REPORTING SERVICE
25	AG-2	REMAINDER OF AGRICULTURE DEPARTMENT. All divisions and Central Office.
		<u>ATTORNEY GENERAL</u>
30	ATG-1	ATTORNEY GENERAL

<u># OF COPIES</u>	<u>AGENCY CODE</u>	<u>AUDITOR</u>
22	AUD-1.	AUDITOR
		<u>CONSERVATION DEPARTMENT</u>
38	CON-1.	CONSERVATION DEPARTMENT - GENERAL. Publications on hunting and fishing; wildlife; forestry; rare & endangered species; hiking trails; etc.
24	CON-2.	CONSERVATION DEPARTMENT - TECHNICAL. Technical reports from Fisheries, Forestry, & Wildlife Divisions.
		<u>CONSUMER AFFAIRS, REGULATION & LICENSING DEPARTMENT</u>
35	CARL-1.	STATE COUNCIL ON THE ARTS.
36	CARL-2.	COMMERCE & INDUSTRIAL DEVELOPMENT DIVISION and COMMUNITY DEVELOPMENT DIVISION.
22	CARL-3.	FINANCE DIVISION.
32	CARL-4.	HUMAN RIGHTS COMMISSION.
32	CARL-5.	PUBLIC SERVICE COMMISSION. All publications except <u>Reports</u> .
20	CARL-6.	PUBLIC SERVICE COMMISSION - Reports.
32	CARL-7.	PROFESSIONAL REGISTRATION DIVISIONS. Directories of numerous licensing boards: Cosmetology; Dental; Healing Arts, etc.
37	CARL-8.	TOURISM DIVISION.
28	CARL-9.	REMAINDER OF DEPARTMENT OF CARL. Includes central office, Administrative Hearing Commis- sion, Credit Unions Division, Environmental Improvement Authority, Housing Development Commission, Insurance Division, Public Counsel, Savings & Loan Supervision Division.
		<u>ELEMENTARY & SECONDARY EDUCATION DEPARTMENT</u>
29	ED-1.	ELEMENTARY & SECONDARY EDUCATION DEPARTMENT.
		<u>GENERAL ASSEMBLY</u>
35	GA-1.	BILLS & JOURNALS.
26	GA-2.	REMAINDER OF GENERAL ASSEMBLY.

<u># OF</u> <u>COPIES</u>	<u>AGENCY</u> <u>CODE</u>
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GOVERNOR

33	GOV-1.	GOVERNOR.
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HIGHER EDUCATION DEPARTMENT

36	HI-1.	HIGHER EDUCATION DEPARTMENT - CENTRAL OFFICE.
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37	HI-2.	STATE HISTORICAL SOCIETY.
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41	HI-3.	STATE LIBRARY.
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HIGHWAY DEPARTMENT

30	HIGH-1.	HIGHWAY DEPARTMENT - GENERAL. Status of Missouri Highways by Routes & Systems; Traf- fic Trends on Missouri Highways; Bridge Records for Defense Requirements; Standard Specifications; brochures; other publications.
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20	HIGH-2.	HIGHWAY DEPARTMENT - TECHNICAL. Research reports on technical aspects of highway con- struction.
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JUDICIAL DEPARTMENT

22	JUD-1.	JUDICIAL DEPARTMENT.
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LABOR & INDUSTRIAL RELATIONS DEPARTMENT

35	LI-1.	EMPLOYMENT SECURITY DIVISION. Research reports on employment, unemployment rates and insurance; characteristics of workers, etc.; brochures on unemployment insurance rules; brochures on job- hunting; other.
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24	LI-2.	REMAINDER OF LIR DEPARTMENT. Includes central office of LIR Department; Workmen's Compensation Division; Mediation Board.
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LIEUTENANT GOVERNOR

25	LG-1.	LIEUTENANT GOVERNOR.
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MENTAL HEALTH DEPARTMENT

28	MH-1.	MENTAL HEALTH DEPARTMENT - CENTRAL OFFICE.
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23	MH-2.	STATE MENTAL HEALTH INSTITUTIONS.
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OF
COPIES

AGENCY
CODE

NATURAL RESOURCES DEPARTMENT

34	NR-1.	ENVIRONMENTAL QUALITY DIVISION.
38	NR-2.	GEOLOGY & LAND SURVEY DIVISION - GENERAL.
24	NR-2-A.	GEOLOGY & LAND SURVEY DIVISION - TECHNICAL. Technical reports and news releases.
36	NR-3.	REMAINDER OF NATURAL RESOURCES DEPARTMENT. Central office and all divisions other than Environmental Quality and Geology & Land Survey.

PUBLIC SAFETY DEPARTMENT

20	PS-1.	ADJUTANT GENERAL. Includes Disaster Planning Office, National Guard.
25	PS-2.	CRIMINAL JUSTICE COUNCIL.
24	PS-3.	HIGHWAY PATROL.
25	PS-4.	REMAINDER OF PUBLIC SAFETY DEPARTMENT. Publications of central office; Fire Marshal; Highway Safety Division; Liquor Control Division; Water Safety Division.

REVENUE DEPARTMENT

30	REV-1.	REVENUE DEPARTMENT. Publications of Revenue Department; Highway Reciprocity Commission; State Tax Commission.
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PUBLIC SCHOOL RETIREMENT SYSTEM

22	SCH-1.	PUBLIC SCHOOL RETIREMENT SYSTEM.
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SECRETARY OF STATE

32	SS-1.	SECRETARY OF STATE.
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SOCIAL SERVICES DEPARTMENT

22	SOC-1.	CORRECTIONS DIVISION.
31	SOC-2.	FAMILY SERVICES DIVISION.
31	SOC-3.	HEALTH DIVISION.
31	SOC-4.	PLANNING AND BUDGET DIVISION; MANPOWER PLANNING DIVISION. Includes Aging Office; State Health Planning and Devel- opment Agency; Office of Economic Opportunity.

<u># OF</u> <u>COPIES</u>	<u>AGENCY</u> <u>CODE</u>
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SOCIAL SERVICES DEPARTMENT
(Con't)

24	SOC-5	REMAINDER OF SOCIAL SERVICES DEPARTMENT. Includes Central Office; Probation and Parole Board; Veterans' Affairs Division; Youth Services Division.
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TRANSPORTATION DEPARTMENT

TRANSPORTATION DEPARTMENT merged with HIGHWAY DEPARTMENT
on January 1, 1980. No longer a separate department.


TREASURER

27	TR-1	TREASURER.
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DISTRIBUTION AND MAILING

The State Library has contracted with the Library Services Center of Missouri, 715 Dix Road, for distribution of documents under the depository law. Each depository library has been assigned a place on sorting shelves at the Library Services Center. As documents are received, they are sorted according to the choices which have been made by partial depositories. Shipments to libraries are made each Wednesday. A shipping list accompanies every shipment.

Documents are sent with the following type of label:

<p>CONTENTS / LIBRARY MATERIAL</p> <p>FROM:</p> <p>MISSOURI STATE LIBRARY </p> <p>P. O. Box 387 308 East High Street Jefferson City, Missouri 65102</p> <p>RETURN REQUESTED</p>	<p>MO. DEPOSITORY DOCS. LIBN. WARD EDWARDS LIBRARY CENTRAL MO. STATE UNIVERSITY WARRENSBURG, MO. 64093</p> <p>POSTMASTER: This parcel may be opened for postal inspection if necessary Return in 5 days if not delivered</p>
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Please make sure your mailroom knows where to direct packages and letters addressed to "Mo. Depository Docs. Libn."

DIRECT DISTRIBUTION

A few publications are mailed directly to depositories by the agencies. The Missouri Register, published by the Secretary of State, is mailed directly from Kansas City, where it is published monthly. Public School Laws is mailed directly from the Elementary and Secondary Education Department. We will alert you to any other publications mailed directly.

RECEIVING AND CLAIMING

When depository shipments are received, each document must be marked with (1) date of receipt and (2) indication that this is a Missouri depository document, such as "Mo. Dep. Doc." A stamp showing both will simplify this procedure. The purpose of the date stamp is to aid in disposal procedures in later years and to help you estimate the time of the next edition or issue of a publication.

Full depositories should receive every document listed on the shipping list enclosed in the weekly shipment. Full depositories and partial depositories should compare the shipping list number to the number of the last shipment received to make sure that an entire shipment has not been lost in the mail. If a shipment is missing send in an orange Claim Form to Coordinator, Government Documents Division, Missouri State Library. A sample claim form follows this section. If the shipment arrives after you have mailed the claim form, be sure to notify the State Library immediately.

Partial depositories have selected the classes of publications they wish to receive from approximately 50 choices. Since no two of the 24 partial depositories will receive the same documents in any given week, complex sorting procedures at our end and careful checking of shipping lists and publications received at your end are necessary. We depend on you to notify us of errors made in sorting. (Thanks to the accuracy of the staff at the Library Services Center, very few errors are made.) Agencies often have only a limited supply of their publications, so please notify us immediately of any publications missing from your shipment.

Much important information concerning the mechanics/procedures of the program, the availability of publications, and bibliographic information relating to state agencies and their publishing activities is included as notes on the weekly shipping lists. If a clerk or paraprofessional is responsible for processing of newly-received documents, the depository librarian should be sure to read each week's list for this information.

Each partial depository receives each year a Depository Selections list showing Agency Codes for the categories of publications which it has chosen to receive during the coming year. This list is essential to your weekly checking in of depository shipments. Following is a suggested procedure for checking in shipments. (Libraries which are also Federal depositories will already be familiar with this procedure.)

SAMPLE SHIPPING LIST

SHIPPING LIST #80
DATE November 1, 1978

CODE		CLASSIFICATION
	OFFICE OF ADMINISTRATION	
AD-2	<u>Budget & Planning Division</u> Budgeting for the 1980's. 1978. 32 p.	AD.Bu 2:B 85
	ELEMENTARY & SECONDARY EDUCATION DEPARTMENT	
Core ED-1	Missouri school directory 1978-1979. (annual) Learning is fun. 1977. 562 p.	ED 4:Sch 1/yr ^s . ED 2:L 47
	PUBLIC SAFETY DEPARTMENT	
Core PS-4	Annual report 1977-78. Planning for Missouri's safety 1978-1982. 200 p.	PS 1:yr ^s . PS 2:P 69

1. In the "CODE" column, circle or check the codes for publications which your library should receive:

- Circle or check "Core" each time it appears.
- Circle or check eacy Agency Code which your library has selected by referring to your library's Depository Selections list.

Following is a properly marked shipping list for Library A, which had selected publications of the Budget & Planning Division (AD-2) and the Elementary and Secondary Department (ED-1).

CODE		CLASSIFICATION
	OFFICE OF ADMINISTRATION	
<u>AD-2</u>	<u>Budget & Planning Division</u> Budgeting for the 1980's. 1978. 32 p.	AD.Bu 2:B 85
<u>Core</u>	(etc.)	
<u>ED-1</u>		
<u>Core</u>		
PS-4		

2. Library A should expect to find in its shipment all publications circled above. It should not find the publication not circled. To check this, compare the documents received to the titles on the shipping list, and make a second mark by the codes for those received:

CODE	CLASSIFICATION
✓ Ad-2	
✓ Core	
✓ ED-1	
✓ Core	
PS-4	

The sample shipment above was sent correctly because the two sets of marks match. Two types of errors might have occurred.

- a. Missing Document: If a code was marked the first time but not the second, it should have been received by the library, but was not.

- ✓ AD-2 In this sample, ED-1 appears on the library's selection list, but Learning is Fun was not in the shipment. Send a Claim Form as soon as possible, filled out as follows:
- ✓ Core
- ED-1

- ✓ Core

PS-4

SHIPPING LIST #	DATE OF SHIPPING LIST	CODE #	TITLE
80	Nov. 1, 1978	ED-1	<u>Learning is Fun.</u>

- b. Extra Document. If a document is received for a code which was not on the library's selection list, please return to the State Library. For example, if Library A in the example above had received Planning for Missouri's Safety 1978-1982, it should have returned the document, since PS-4 had not been selected. Attach a note to documents returned stating "Received in Error under Agency Code _____," or something similar, with your name and library.

CLASSIFICATION

Adoption of the Missouri State Documents Classification is entirely optional, and Missouri documents need not be kept in a separate collection. Since the majority of libraries cannot afford to integrate all documents completely into their main collections, however, most depository libraries use the Missouri Classification. Even if cost were not a factor, many feel that a separate collection has advantages for those interested in Missouri government publications. Use of the Missouri Classification allows documents to be placed on the shelf immediately upon receipt.

A separate booklet, Missouri State Documents Classification: Post-Reorganization Agency Codes and Form Division (Jan. 1977), explains the principles of the Missouri classification. Class numbers appear on shipping lists and the monthly Missouri State Government Publications checklist. A separate listing by class number for serials is also available. Depository libraries are encouraged to notify the State Documents Librarian of apparent errors in the assignment of new classification numbers.

For the convenience of depository libraries which wish to classify Missouri documents into Dewey or L.C., suggested classification numbers appear on the shelf list cards sent to depository libraries. (See next section.)

RECORDKEEPING PROCEDURES

OCLC Cards

Utilizing the OCLC system, the State Library supplies a main entry card for each new serial and monograph distributed. A full-time librarian is employed at the Library Services Center to catalog documents for input to the OCLC data base. Cards are mailed to full depositories directly from OCLC in Ohio, while partial depositories receive their cards in the regular weekly shipments from the Library Services Center. Each shelf list card contains the MoDocs number in call number position; the main entry and full descriptive cataloging, per AACR; necessary notes, including the Agency Code under which the document was distributed and suggested Dewey and LC classification numbers; Library of Congress subject headings; and, added entries. By using the OCLC number which appears on each card, libraries which are OCLC members can produce full sets of catalog cards for selected documents.

It is one goal of the depository program to provide these shelf list cards as quickly as possible after the documents have been shipped. As might be expected, various factors intervene: a backlog of documents requiring cataloging; an increasingly large state agency publishing output; other, often conflicting, work assignments; staff schedules; and, surprises. Within these limitations, we have been forced to choose some documents as high priority based on their content, format, permanent value, or demand, and to catalog them before we attempt to catalog everything. Eventually, however, all documents on the shipping list will be cataloged.

Documents are cataloged according to Anglo-American cataloging rules. This means that sometimes the main entry does not show the hierarchy of the issuing agency, or the main entry may even be a personal author. At the request of depository libraries, the cataloger inputs an added entry for each document showing the hierarchy of the agency publishing the document if below departmental level. This is usually an "illegal" AACR entry. Therefore, the entry appears on the shelf list card, but does not remain in the permanent OCLC data base. As a result, a library which wishes to produce a full set of cards for a particular document must input the agency entry itself if it wishes it to appear on its cards. The "illegal" entry is input in the 710 fields.

Following are samples of OCLC main entry cards for a serial and a monograph which show the parts of an OCLC card. If you have any questions concerning the cataloging of state documents contact Robert Nedderman, State Documents Librarian Library Services Center, 715 Dix Road, Jefferson City, MO 65101. Phone 314/751-2564.

DOC
MO
REV.Ta
10:v./no.

title main entry

Tax information bulletin; a quarterly
Missouri tax news pamphlet. v. 1-
July 1978- Jefferson City,
Missouri Department of Revenue,
Division of Taxation.
v. 23 cm.

special note on
serial shelf list
cards

agency cod
under whic
document w
distribute

For holdings see DOCUMENTS RECORD.
LC# HJ2417.A65 ; DDC# 353.9/778/00724
Agency code: REV-1.

Supersedes: Tax information bulletin
(REV 10:).

correct form of
agency added entry

I. Taxation--Missouri--Periodicals.
I. Missouri. Division of Taxation.
II. Missouri. Dept. of Revenue.
Division of T axation.

tracing

"illegal" form
showing full
hierarchy

Mo 12 FEB 79 4645784 MOLDxc

MoDocs number

corporate main entry

DOC
MO
AD.Bu
2:P 81/2

United States. Bureau of the Census.
July 1, 1976, population estimates
for federal general revenue sharing
areas : counties, incorporated places,
and selected minor civil divisions in
Missouri / U.S. Department of Commerce,
Bureau of the Census ; in cooperation
with State of Missouri, Office of
Administration, Division of Budget and
Planning. -- [Jefferson City : The
Division], 1978.

title, stat
ment of re-
sponsibilit
& imprint

suggested LC &
Dewey class numbers

36 p. ; 28 cm.
Cover title.

"Prepublication tables," subject to
revision before final publication.

collation &
notes

LC# HB1985.M8 ; DDC# 317.78
Agency code : AD-2.

OCLC control number

Mo 12 FEB 79 4645927 MOLDxc SEE NEXT CRD

date of card
production

DOC
MO
AD.Bu
2:P 81/2 ... 1978.
United States. Bureau of the Census.
July 1, 1976, population estimates
(Card 2)

correct form of agency
heading which displays
hierarchy

I. Missouri--Population--Statistics.
I. Missouri. Office of Administration.
Division of Budget and Planning.
II. Title

LC subject
heading

Mo 12 FEB 79 4645927 MOLDxc

RECORDKEEPING PROCEDURES (Con't.)

Shelf List Cards

Unless state documents are fully integrated into the library's regular collection, a shelf list showing the location of all state documents is highly desirable. Otherwise, control over publications is difficult. If the Missouri classification is used, the shelf list can be arranged by MoDoc number. If the classification scheme is not used, the shelf list can be arranged by agency. The shipping list which accompanies documents will provide the necessary information about issuing agencies.

Even if you use the OCLC cards as your shelf list cards, you may wish to prepare your own temporary shelf list cards for use until the OCLC cards arrive. Your own check-in cards will be needed for serials, even with OCLC main entry cards. Check-in cards presently in use in your library for other publications can be used for state publications. Each record should include the following:

1. Call number (MoDoc, Dewey, or LCG.)
2. Issuing agency
3. Title
4. Frequency, if serial
5. Source (If non-depository state documents are included in the file, distinguish them from depository documents.)
6. Shelving location, if not indicated by call number.
(Example: "Shelved in Quick Reference section.")

You may also wish to include:

7. Routing instructions
8. Binding information

The format of check-in records is up to each library. On the next page are samples of cards from the State Library's shelf list.

MONOGRAPHS

Administration, Office of.

Missouri state government reorganization. 1974.
56 p.

c. 1, 2

MO
CARL
2:Sm 1

Consumer Affairs, Regulation & Licensing Dept.

An introduction to small claims court. [1976.]
8 p.

c. 1, 2, 3.

LABOR & INDUSTRIAL RELATIONS DEPT.

MO
LI
1:(yr.)

Annual Report.

1951	1961	1971	1981	1991	2001	2011	2021
1952	1962	1972	1982	1992	2002	2012	2022
1953	1963	1973	1983	1993	2003	2013	2023
1954	1964	1974	1984	1994	2004	2014	2024
1955	1965	1975 ✓	1985 ✓	1995 ✓	2005 ✓	2015 ✓	2025 ✓
1956	1966	1976 ✓	1986 ✓	1996 ✓	2006 ✓	2016 ✓	2026 ✓
1957	1967	1977 ✓	1987 ✓	1997 ✓	2007 ✓	2017 ✓	2027 ✓
1958	1968	1978 ✓	1988 ✓	1998 ✓	2008 ✓	2018 ✓	2028 ✓
1959	1969	1979 ✓	1989 ✓	1999 ✓	2009 ✓	2019 ✓	2029 ✓
1960	1970	1980	1990	2000	2010	2020	

ANNUAL

TREASURER.

MO
TR
10: (yr./mo.)

The Funds of the State of Missouri.

[illegible]

MONTHLY

RECORDKEEPING PROCEDURES
(Con't.)

Title File

You will never regret creating a title file. As your collection grows, you will find it extremely valuable. The State Library maintains a title file for state documents with cards which show only title and call number. For more information, the call number leads to the detailed shelflist file. Examples of title entries:

Babies need iron.

MO
SOC.He
2:B 11

Missouri Conservationist.

MO
CON
10:v/#

RETENTION OF DOCUMENTS

According to the standards for depository libraries, a depository library shall:

Dispose of publications only in accordance with policies established by the State Library. Depository publications remain the property of the State Library. --6CSR 20-2.020 (2) (I)

Disposal policies have not yet been established since the depository system is still evolving. However, if you will notify Maggie Johnson of any types of depository publications which you would like to discard as having no current value, she will make a decision. If she determines that a particular type of material may be discarded, all depositories will be notified. Unless you are so notified, you must retain all documents received through the depository system. We hope to have a written disposal policy shortly.

REFERENCE ASSISTANCE, CIRCULATION AND INTERLIBRARY LOAN

The standards for depository libraries state that a library shall:

- (A) Provide reference assistance in the use of state publications to any Missouri resident. Circulation of the publications is encouraged.
- (B) Provide interlibrary loan service for state publications to any Missouri resident. --6CSR 20.020 (2) (A) & (B)

While circulation of documents is highly desirable, it is recognized that a few items must be available for reference; for example, the Code of State Regulations and the Official Manual.

Libraries are encouraged to request state documents which they do not have from the State Library or another depository. Also, do not hesitate to call or write the State Library with reference requests about state government. Even if the answer is not available in published form, the staff will contact state agencies to obtain as much information as possible. Call Maggie Johnson (751-3075) or the Reference Division (751-3615). The hotline collect numbers for rush requests are 751-2862 and 751-4551. (These numbers are to be used by library staff, not patrons).

REQUESTS FOR ADDITIONAL COPIES OF DEPOSITORY ITEMS

If you request added copies of depository items from state agencies, make some reference to the depository program so that agencies will know that the copies they supplied were distributed. For example, "Although we received one copy of this publication through the depository library system, an additional copy is needed..." or "The copy which we received through the depository program has been stolen..."

NON-DEPOSITORY DOCUMENTS

You are, of course, free to handle state documents which are not distributed through the depository system in any way you like. It will be helpful if you will send Maggie Johnson a copy of the title page of any new document you receive separately which does not appear on a shipping list within a few weeks, so that she can request copies for all libraries.

CONCLUSION

The success of the depository program would not be possible without the great cooperation of all of the libraries and librarians involved. If you have any suggestions or comments please let Maggie Johnson or Robert Nedderman know.

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Documents Division
Missouri State Library
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314-751-3075

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